

### Role Profile

<b>Job title</b>	<b>Enterprise and Employability Youth Worker</b>	<b>Salary:</b>	Up to £25,000
<b>Reporting to:</b>	Head of Youth Work	<b>Holidays:</b>	33 days including bank holidays
<b>Location:</b>	Future Youth Zone	<b>Hours:</b>	40 hours per week: predominantly evenings & weekends

**The Person:** We are looking for someone who is passionate and committed to improving and securing positive futures for Barking and Dagenham’s young people with a particular focus on supporting 16-21-year olds into positive education or employment destinations. You will be comfortable designing and delivering our “Get a Job Programme” to supporting young people to set up their own business or enterprise programme.

**Key Relationships:** Youth Zone staff, young people, volunteers, parents, key partners in Barking and Dagenham, patrons and funders, for local employers and training providers

**Application closing date:** 9.00am Tuesday 19<sup>th</sup> February 2019  
**Interview date:** Tuesday 26<sup>th</sup> February 2019  
**Second interview date:** Monday 4<sup>th</sup> March 2019 (evening)

### Job Purpose:

To take a lead responsibility for the delivery of Future Youth Zone’s Enterprise and Employability offer, ensuring all young people have access to exciting enterprise projects and the opportunity to develop the skills and knowledge to improve their employability. The post also involves the delivery of a targeted programme to support young people not currently in education, employment or training into positive destinations.



**Context of the post:**

Barking and Dagenham Youth Zone, named “The Future” by local young people will be the first Youth Zone in London opened by the national charity, OnSide. Opening to young people in Spring 2019. This is an exciting and unique opportunity to join the delivery team pre-opening and play your part in history, shaping opportunities and Youth Work for London’s young people.

The Future, like all OnSide Youth Zone exists to give all give young people, particularly those who are disadvantaged, somewhere to go, something to do and someone to talk to. Each Youth Zone is, open 7 days a week, at weekends and during school holidays, the Youth Zone’s purpose is to help young people grow to be happy, healthy and successful adults.

Future’s state-of-the-art £6.5 million building on Parsloes Park, will provide young people with access to a range of activities, all offering young people the opportunity to try new things, meet new friends and gain support from friendly, warm and positive staff and volunteers. The facilities include a 3G pitch, a gym, sports hall and recreation area, and dance, arts, music and media suites seven days a week, with state-of-the-art facilities equipped for a wide range of sporting, artistic, cultural and general recreational activities and targeted services. To access a Youth Zone young people aged 8 – 19 (or 25 with additional needs), simply pay 50p per visit and £5 per year membership.

Find out more by watching ....

<https://www.youtube.com/watch?v=pSJoVIndYSw>

<https://www.youtube.com/watch?v=Yb18h1TPRNE>

<https://www.youtube.com/watch?v=sZCMoDYefTQ>

.....it might just change your life!

### **OnSide Youth Zone Network:**

OnSide Youth Zones, established in 2008, has been growing rapidly and has ambitious plans to create 100 Youth Zones in towns and cities, giving young people somewhere safe and inspiring to go in their leisure time. Youth Zones are amazing places: accessible, vibrant, welcoming, fun and caring are just some of the words used by young people to describe their Youth Zone. Future, which is opening in Spring 2019, will be no exception, and is part of the OnSide network of Youth Zones. Youth Zones are for young people aged 8 to 19, and up to 25 for young people with additional needs.

Many young people, particularly those from socio-economically deprived areas, face an endless maze of boredom, loneliness and temptation, with nowhere to go and a lack of inspiring and productive activities to occupy their leisure time. This can lead to negative impacts on their health, educational attainment and career prospects. These are the young people that will shape the country’s future prospects. It is this paradox that lies at the heart of OnSide’s drive to establish a national network of Youth Zones; a proven model of youth service provision that is aligned to community needs and supported by cross-sector funding. Youth Zones give 8-19 year olds, and up to 25 for those with a disability, affordable access to a broad range of sport, arts and employability services, designed to help them lead active, positive lives and raise their aspirations for themselves and their community.

## **Duties and Responsibilities - General**

- Be a role model for young people and present a positive “can do” attitude.
- Take personal responsibility for own actions.
- Commit to a culture of continuous improvement.
- Work within the performance framework of Future Youth Zone and OnSide.
- Represent Future Youth Zone positively and effectively in all dealings with internal colleagues and external partners.
- Comply with all policies and procedures, with particular reference to safeguarding, codes of conduct, health and safety, equality and diversity, to ensure all activities are accessible.
- Represent Future Youth Zone positively and effectively in all dealings with internal colleagues and external partners.
- To be alert to issues of safeguarding and child protection, ensuring the welfare and safety of Youth Zone members is promoted and safeguarded. To report any child protection concerns to the designated Child Protection Officers using the safeguarding policies, procedures and practice (training to be provided).
- To assist with any promotional activities and visits that take place at Future Youth Zone
- To actively promote the Youth Zone and positively contribute towards increasing Future Youth Zone membership.

## **Duties and Responsibilities - Detailed**

- To lead on the development, delivery and review of the of the Youth Zone’s employability programme and offer by:
  - The creation and delivery of a short, targeted employability programme, which not only supports NEET young people into positive destinations, but works with young people to develop in areas such as self-confidence, communication and team work.
  - The creation and delivery of a job club as part of Future Youth Zones’ core offer.
  - Establishing and maintaining strong links with partner agencies, training providers and employers.
  - Ensuring young people have access to information, advice and guidance relating to access to training and employability.
  - Ensuring young people have access to up to date training and employment opportunities, resources and guidance by maintaining a well-resourced enterprise zone.
- To lead on the development, delivery and review of Future Youth Zone’s Enterprise programme and offer, working closely with the Senior and Junior Club leads to ensure enterprise projects take place and contribute towards the core Youth Zone offer.
- Carry out regular reviews and evaluations of the enterprise and employability offer, including capturing the outcomes and positive impacts, recording soft and hard outcomes, presenting case studies and celebrating the achievements of young people.
- To achieve KPI’s set by the Board, Chief Executive, Youth Work Manager and external funders, including for example, progression into employment and training or the development of employability skills.

- To link into national and local initiatives such as Young Chamber and Young Enterprise, making these available to Future Youth Zone members and creating more opportunities for young people.
- To deliver accreditation to young people, including taking responsibility for related administration.
- To manage, train, support and develop part time youth workers and volunteers to contribute to the programme enterprise and employability programme.
- To motivate, encourage and support young people to participate fully in sessions.
- To manage the enterprise and employability budget and other resources effectively to maximise the benefits to young people.
- To work with the Youth Zone staff to identify opportunities and funding for additional experiences and openings for young people relating to enterprise and employability.
- To develop effective joint working with schools and other agencies to ensure a holistic approach in service delivery to young people, including representing Future Youth Zone at meetings with partner agencies.
- As required, to deputise for the Youth Work Team Leaders and lead sessions, including taking responsibility for the close down and opening up of Future Youth Zone.
- To support sessions across the whole Future Youth Zone offer as required, which takes place every evening, weekend and during school holidays and will occasionally include residential work.
- Carry out any other reasonable duties as requested by management.

### **Application Process**

To apply for this position, download an application form from our website and email [jane.vickers@futureyouthzone.org](mailto:jane.vickers@futureyouthzone.org)

**In accordance with our Child Protection and Safeguarding procedures, this position requires an Enhanced DBS check**

### **Key Words**

Employability Manager, youth development manager, careers and enterprise worker, youth opportunities coordinator, NEET support worker, youth progression coordinator.

## **Person Specification**

<b>Selection Criteria*</b> A = Application Form I = Interview T = Test/Personality Profile	<b>Selection Criteria*</b>	<b>Selection Criteria*</b>
<b>Experience</b>		
Proven experience of working with young people aged 8 to 19 (25 with disabilities) in a range of settings	Essential	A & I
Proven experience of engaging vulnerable, disengaged or hard to reach young people	Essential	A & I
Experience working in a team and with volunteers	Essential	A & I
Experience of youth work and delivering youth work programmes	Essential	A & I
Experience of delivering enterprise and employability programmes and workshops to young people	Essential	A & I
Experience supporting NEET 16-21 year olds into positive destinations	Essential	A & I
Experience of monitoring and evaluation processes	Desirable	A & I
Experience of work with those with disabilities and additional needs	Desirable	A & I
Experience managing externally funded projects	Desirable	A & I
Experience providing information, advice, guidance and support to young people	Desirable	A & I
Experience of dealing with safeguarding issues within a multi-agency setting	Desirable	A & I
Experience of running own business	Desirable	A
Experience working in the commercial sector (for example retail or service)	Desirable	A
<b>Skills</b>		
Excellent written and verbal communication	Essential	A & I
Ability to coach, encourage, motivate and provide reliable support to children and young people	Essential	A & I
Ability to work with groups of young people	Essential	A & I
Strong commitment to young people and ability to engage and build positive relationships with disengaged young people	Essential	A & I
Ability to establish good professional relationships with young people, adults and partner agencies/organisations	Essential	A & I
Ability to manage and organise several tasks at a time	Essential	A & I
Ability to take initiative and work creativity	Essential	A & I
IT literate	Essential	A & I
<b>Knowledge</b>		
Knowledge of the issues affecting young people	Essential	A & I
Understanding of the principles of working with children and young people	Essential	A & I
Knowledge of recruitment and selection process	Desirable	A & I
Knowledge of health and safety, diversity awareness and safeguarding best practice and how these relate to children and young people	Desirable	A & I
<b>Educational / Vocational Qualifications</b>		
A professional qualification at level 4 or above	Essential	A

GCSE or equivalent literacy and numeracy	Essential	A
A professional youth work or teaching qualification at level 4 or above (or equivalent)	Desirable	A
<b>Special Requirements</b>		
A willingness to work unsociable hours when required	Essential	A & I
DBS clearance and committed to Safeguarding children	Essential	A & I
The ability and willingness to travel to meetings and events both in the region and beyond	Essential	A & I

\*Selection criteria for guidance only, alternative methods may be used to assist the selection process

**The strength of the OnSide Network is the diversity of its people; we place huge value on different people doing things in different ways and we welcome applications from what might be considered non-traditional backgrounds. The one thing we all have in common is our desire to raise the aspirations of young people across the country.**

**Future Youth Zone are committed to safeguarding and promoting the welfare of children, young people and vulnerable groups; this post is subject to an enhanced DBS check.**

**For information regarding how OnSide Youth Zones processes your data, please click here: <https://www.onsideyouthzones.org/applicant-privacy/>**

## OnSide Youth Zones Values

### ON-SIDE YOUTH ZONES NETWORK VALUES



**YOUNG PEOPLE FIRST**

Young people are at the heart of everything we do, inspiring and challenging us to deliver services that exceed their needs and challenge them to be the best they can be.

### EXCELLENCE

We encourage ourselves and each other to be best we can be through continuous learning and improvement, and a focus on finding solutions.



**RESPECT**

We act with honesty and integrity, celebrating diversity across the whole organisation and caring about each other, our young people and the Youth Zone environment.



### AMBITIOUS

We are passionate and driven in taking on new challenges, embracing new ideas, and exceeding our ambitions for young people, the Youth Zones and our local communities.

### COLLABORATIVE

We will create and nurture strong, creative partnerships, working together to achieve better results and outcomes for young people.

